



DRS-Counselor II

Characteristics of Work

This is professional work which involves evaluating the vocational potential of clients, utilizing all available diagnostic and related services incidental to the determination of eligibility for, and nature and scope of services to be provided under the Vocational Act. Incumbent jointly develops an individualized written rehabilitation program with the client; arranges, coordinates, and supervises the services necessary to reach a vocational goal; provides job placement services to eligible, qualified job ready individuals; and performs all duties of a Counselor I. Duties also include organizing and coordinating community resources to ensure quality rehabilitation services to disabled individuals.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Develops and maintains an appropriate case-finding procedure.

Maintains a continuous program of public relations in assigned area, including the interpretation and provision of rehabilitation information to the public.

Assumes responsibility for determination of client eligibility for rehabilitation services and for placement of clients into suitable employment under supervision of a District Manager.

Locates and utilizes all available resources as needed in each client's rehabilitation program.

Assumes responsibility for job analysis in local industries (particularly entry jobs for disabled clients), and for assisting industry in modifying job situations to fit a particular client's disability.

Manages, under supervision, fiscal allocations provided by agency for use in the provision of vocational rehabilitation services.

Develops with each client a total program of individualized rehabilitation services and manages program until completed or otherwise terminated.

Develops and maintains a close working relationship with the medical profession and other allied groups.

Ensures the expedition of services to clients through proper caseload management.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Collects client information to determine eligibility for services.

2. Performs case management activities including developing and monitoring individualized programs, counseling clients and providing documentation on all related activities.
3. Maintains communications with federal, state and community agencies; clients; employers and other individuals within the community.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to walk. The incumbent is occasionally required to stand; and reach with hands and arms.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in rehabilitation counseling or a related field.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in rehabilitation counseling or a related field.

AND

Experience:

One (1) year of experience related to the above described duties.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.